

Funding Opportunities

Available Funding

Annual Program
Statement 2023: Requests should be between \$1,000
- \$20,000

Democracy Commission Small Grants Program 2023:

Requests should be between \$1,000 — \$24,000

Deadlines for applications

Annual Program Statement 2023: **August 15**

Democracy Commission Small Grants Program 2023: **July 1** Annual Program Statement 2023 All projects must include an American element: either a cultural connection, utilization of American expert/s, organization/s or institution/s that will promote good and/or innovative practices in a specific field, etc.

Democracy Commission Small Grants

Project Priority Areas:

- Rule of Law and Government Accountability
- Citizen Participation
- Cybersecurity and Disinformation
- Youth Development and Women Empowerment
- Environmental Protection

How to apply

Democracy Commission Small Grants:

Pre- application (Abstract/executive summary and simple budget) Annual Program Statement: full Application

Democracy Commission Preapplication example

1.	Name of the organization	l:
2	Doint of contact:	

- Point of contact:
- 3. Contact information:
- 4. Summary of the project (400 words or less):

Description of the project activities:	

- 5. Period of implementation:
- 6. Potential partners:
- 7. Budget:

	Type of cost	Description of the cost	Amount in \$
1	Personnel		
2	Supplies and equipment		*
3	Contractual		
4	Other		
	Total		

What you need to do before submitting your full application?



To be eligible to apply for U.S. federal awards, organizations need to:
Register in www.SAM.gov:
System for Award Management



In order to register in SAM.gov, organizations no longer need a NCAGE Code



All registrations are free!

What is a UEI?

 The UEI replaced the DUNS number as of April 4, 2022

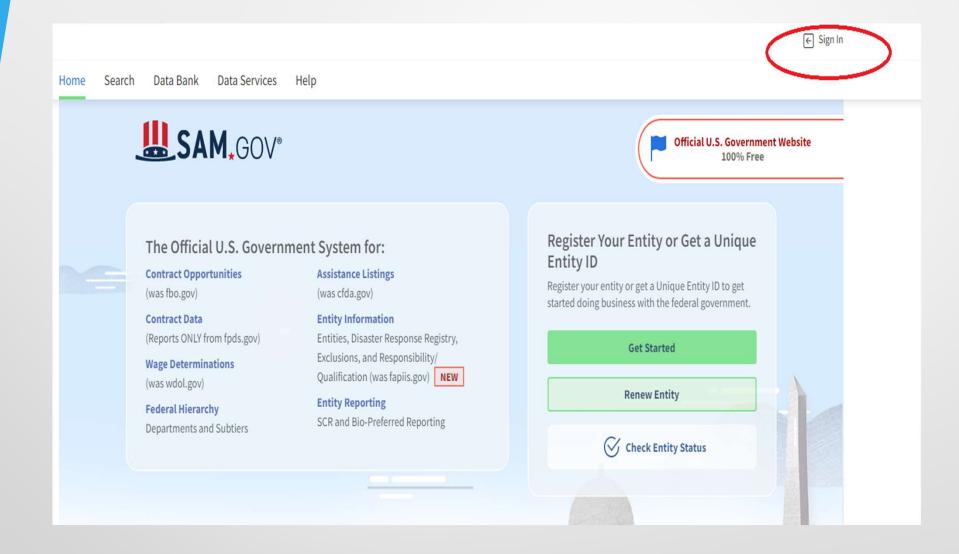
- The Unique Entity ID is a 12character alphanumeric ID assigned to an entity by SAM.gov.
- The registration is <u>free</u>

Registering in SAM.gov

- The System for Award Management (<u>https://sam.gov/SAM/</u>) is the official U.S. Government system designated for tracking applicant and recipient information.
 - Registration must be updated annually.

There is no fee to register.

SAM Registration



SAM.gov Tips

- Organizations must register themselves.
- Entity Validation Tickets: When you submit a ticket, please be patient
- Use the statement for Translator self certification
- Go to FSD.gov for additional support

Key
Elements
of an
Application



SF-424 /SF-424 Application Cover Sheet



SF-424A Budget Information



SF-424B Assurances



Narrative application



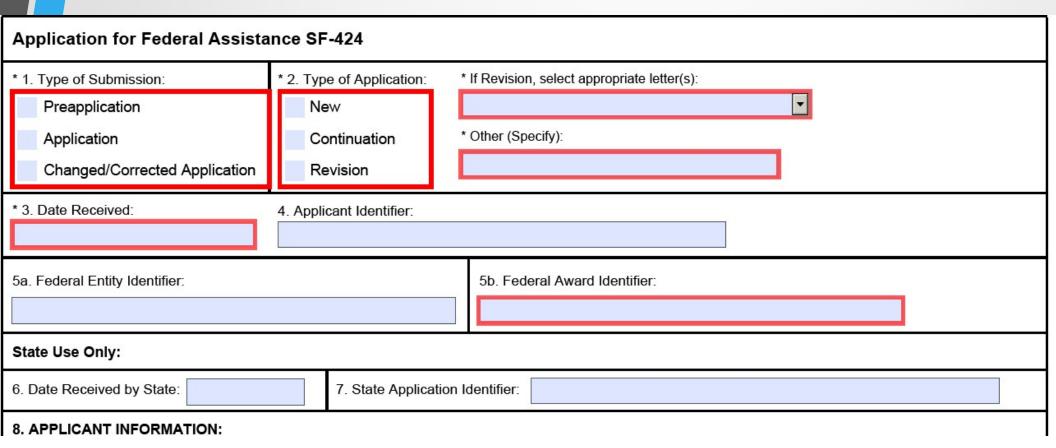
Budget in Excel and Budget Narrative



Court Registration (Tekovna sostojba)

SF-424 Application for Federal Assistance

- Applicant certifies that statements are true and accurate.
- Applicant agrees to comply with any terms and conditions in the award.



Narrative Application

Should include the following information:

- General and Background information about the applicant, including past U.S. Embassy and other funding
- Project Description including title, summary, project justification, project goal and objectives, project activities, monitoring and evaluation plan, key personnel, justification and sustainability
- Budget summary and budget narrative

The narrative template the Embassy provides it is not mandatory. The Applicant may choose to use their own format

SF-424B Assurances

- Applicant certifies they have legal authority to sign for organization.
- Applicant agrees to comply with applicable U.S. laws.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE:

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

 Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U. S.C. §§6101-6107), which prohibits discrimination on the basis of age: (e) the Drug Abuse Office and

SF-424A Budget Information

Organized by budget category.

A separate budget narrative describes each proposed expense in detail.

SECTION B - BUDGET CATEGORIES									
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total				
	(1)	(2)	(3)	(4)	(5)				
a. Personnel	\$	\$	\$	\$	\$				
b. Fringe Benefits									
c. Travel									
d. Equipment									
e. Supplies									
f. Contractual									

Budget Categories: Overview

- Direct Costs
 - Personnel
 - Fringe Benefits
 - Travel
 - Equipment
 - Supplies
 - Contractual
 - Other Direct Costs
- Indirect Costs
- Recipient's Share of Costs (cost share)

Personnel Costs:

Salaries for the recipient organization's staff who will be working directly on the project.

- Should indicate base salary and % of time spent on project
- Be sure that the budget includes staff time to write reports and monitor the project.

Fringe Benefits:

Non-salary benefits for employees, such as insurance, pensions.

Travel:

Transportation, hotels, and per diem for employees of the recipient organization (and for participants).

Equipment:

Property worth over \$5,000 per unit that the <u>recipient</u> buys with grant funds.

Computers are not usually equipment because they are less than \$5,000.

Supplies:

Property valued under \$5,000 per unit such as office supplies, laptops, printers, office chairs.

Contractual:

Contracts under the grant, such as consultants providing training; and subawards, such as local organizations carrying out some of the activities.

Other Direct Costs:

All other costs. Must be explained, not just "Miscellaneous". Examples: banking fees, mailing costs, costs for participants.

Indirect Costs:

- Costs to keep the organization running; not tied directly to the grant project.
- Does not generally include employees working directly on the grant; these are direct personnel costs.

Recipient Share of Costs

- Cost share: matching costs provided by the organization, other donors, volunteers.
- It is not mandatory.
- Cannot come from other USG funding.
- Tracked, audited, and reported on same as federal funds.

Common Tricky Budget Areas





Prizes for participants?
Must have a programmatic purpose.

Meals: may be allowable, such as for participants in all-day training



Alcoholic beverages are unallowable costs

U.S. Embassy website

https://mk.usembassy.gov/educationculture/grants/

Useful Iinks

SF 424 Forms with Instructions

https://www.grants.gov/forms/sf-424-family.html

Questions?

Thank you for your attention!

You can send us additional questions for Democracy Commission Small Grants at: democracy

For Annual Program Statement and other funding opportunities at skopjegrants@state.gov